Who can say no to 9.3 million dollars!

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Hey It is 9.3 Million Dollars!

- Act I - What you need to know before chasing private grants.

- Act II - Show Me the Money – How and where to find grants.

- Act III - Tips and Tricks.

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ACT I

GET READY TO RUMBLE!

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Foundations In Idaho

- 186 Active Foundations in Idaho
- $1 Billion in assets
- $46 Million in giving
- Idaho ranks 45th in foundation giving
- Idaho ranks 33 in per capita giving
- Idaho foundation giving is equal to .11% of our gross state product.
- National Avg. .28 %   - Foundation Center 2003

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501(c)3

- Religious.
- Charitable.
- Educational.
- Scientific.
- Literary.
- Testing for public safety.
- Amateur Sports.
- The prevention of cruelty to children or animals.

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How to become 501(c)3

- Get organized (board, bylaws, record keeping, bank accounts etc).

- File form 1023 with the IRS

- Churches are exempt from 1023 filling however many grant makers will not give to faith groups unless they complete the 1023.

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501(c)3 responsibilities

- File IRS 990s (If annual receipts exceed $5000). Churches may be exempt.

- May be responsible for some taxes – Employment, sales, property

- No Political Activities – Can't endorse candidates.

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Should we file a 1023?

- Yes !
  – Maximizes your funding opportunities
  – Visibility
- No !
  - It will take time, effort, and resources to manage.
- Most foundations will allow you to partner or pass grants through other 501(c)3

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Sarbanes-Oxley / SOX

- Tightened auditing standards for "corporations"

- Tightened ethics requirements for staff, officers and board members.

- Tougher penalties for irregularities.

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SOX & Non-Profits

- Funders will likely require voluntary compliance with SOX.

- Similar regs may be imposed upon non-profits.

- Press and public may place pressure on non-profits to abide by SOX.

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So now what?

- Audits – Get one !
  - If your budget is $250,000 = annual audits
  - Every 2 years if your budget is less than $250,00

- Ethics Code – Adopt and publicize a code of ethics for employees and board members.

- Conflicts of Interest – Avoid them.

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Corporate Mentality

- Grants = investments

- Performance based contracting is becoming the norm.

- Internet is becoming more prevalent as a tool for collecting and managing grants.

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Funding Trends

HOT
- Technology
- Education
- Environment
- Youth Service

NOT
- Government Services
- O&M
- Existing Programs

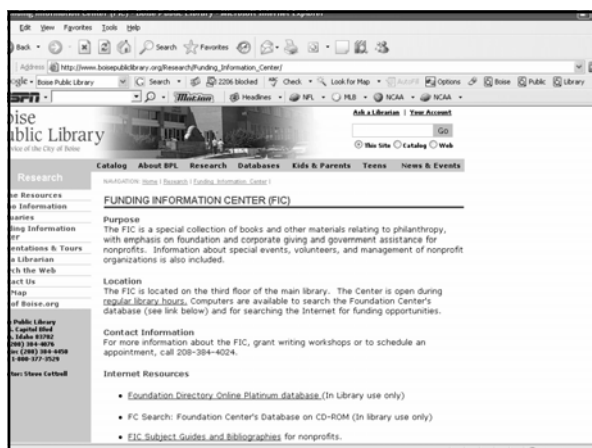Boise
Public Library
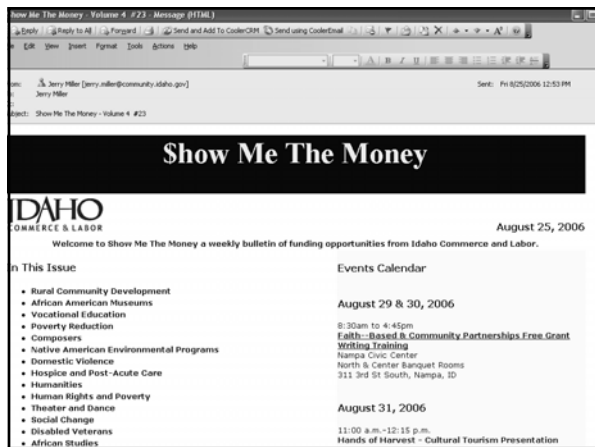*A Service of the City of Boise*

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Act II

Show Me The Money or…

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FUNDING INFORMATION CENTER (FIC)

Purpose
The FIC is a special collection of books and other materials relating to philanthropy, with emphasis on foundation and corporate giving and government assistance for nonprofits. Information about special events, volunteers, and management of nonprofit organizations is also included.

Location
The FIC is located on the third floor of the main library. The Center is open during regular library hours. Computers are available to search the Foundation Center's database (see link below) and for searching the Internet for funding opportunities.

Contact Information
For more information about the FIC, grant writing workshops or to schedule an appointment, call 208-384-4024.

Internet Resources
- Foundation Directory Online Platinum database (In Library use only)
- FC Search: Foundation Center's Database on CD-ROM (In library use only)
- FIC Subject Guides and Bibliographies for nonprofits.

Network

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Tips and Tricks
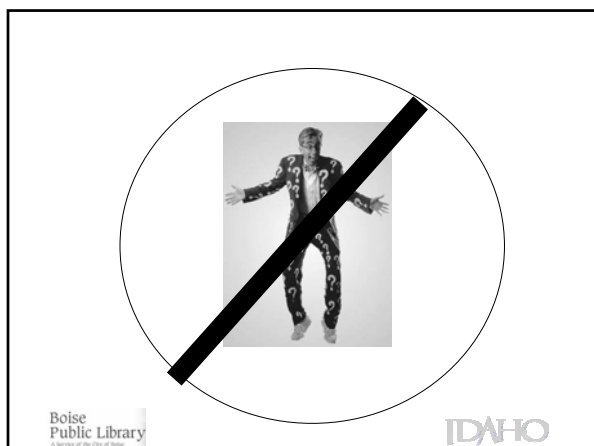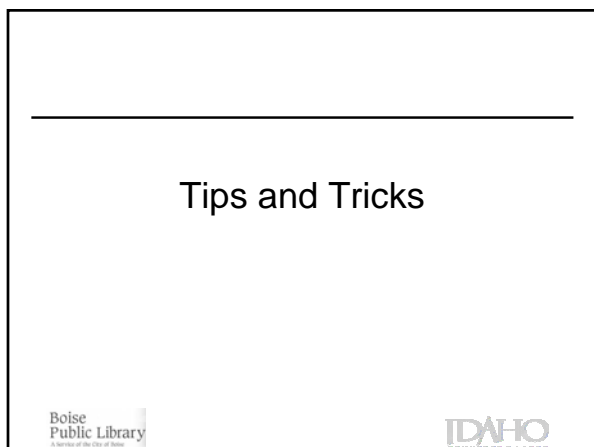
Jerry's Quick Tips for Grant Writers

Tip #1 – Give your group a business image makeover – Today's grant makers are paying more attention to the ability of a grant seeker to deliver upon their promise of a successful project. Developing management expertise and sound accounting practices will tell potential grant makers that your group is a good risk.

Tip # 2 – Develop Good Projects – A former boss of mine used to tell prospective grantees "We fund projects, not ideas!" What this statement really means is that every detail needs to be well thought out, budgeted and verified before submitting an application. I tell grant seekers that they need to break their projects into individual task. When each task has assigned to it budget, deadline, responsible person and a method for determining whether or not the task is completed they are then ready to think about looking for grants.

Tip # 3 – Become Tech Savvy – Both government and private grant makers are using the internet to screen and gather applications and collect administrative information. Grant seekers need both a fast internet connection (DSL or better) and a computer that won't freeze while using the internet. Another thing to watch for is the differences between the printed page and an online submittal box. What really looks nice on paper may look terrible when copied and pasted into box. Pay extra attention to proof reading when filling out an online grant application.

Tip # 4 - Build Partnerships – I've said it before and I will say it again grant makers are risk averse creatures. Any thing you can do to mitigate that risk will improve your success. Partnerships are an excellent tool for increasing the pool of available resources while reducing risk. This is especially true when a newly form or inexperienced group is going after a grant. Partnering with a group with a good track record of success will alleviate the fear that a grant maker may have with working with an inexperienced group.

Tip # 5 – Timeliness is next to…- Patience is not a virtue for those of us who work for grant makers. Our bosses are always on our case to closeout projects. So to keep our bosses happy those of us in the grant making business seek projects that we are certain will quickly be completed. I go by a 24 month rule. If a project can't be reasonably finished within 24 months of being funded then it is too big and needs to be broken down into phases or smaller projects.

Tip # 6 – Don't Lie – Those of us that work in grant making arena are cynical and distrustful of every proposal we review. Grant reviewers take pride in catching liars and often bet big money with colleagues to see who can catch the most lies. The other thing you should know about the grant making community is that we like, no let me strike that, we LOVE to gossip. So the bottom line is don't even try to lie or even fudge facts, figures and timelines. You will get caught and everyone will know. Not only will lying hurt you but through guilt by association hurt the reputations of similar groups.

Tip # 7 – Ask Questions? – The only stupid question is the one that goes unasked. Ask questions early, often and until you are blue in the face. See the handout *Questions to Ask Before Writing a Grant* for a list of question.

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Jerry's Quick Tips for Grant Writers

Tip # 8 - A good need statement will... - Most applications will ask for some sort of need or purpose statement. Even though the application guidelines may not explicitly say so most grant makers want you to...

- Explain why your community/constituency needs the proposed project.
- Describe what will happen if your project isn't funded or is delayed?
- Use numbers to quantify the problem or issue.
- Show that your community/constituency is more needed than others seeking the same grant.

Tip # 9 – A good project description will... - A common mistake found in most project descriptions or scopes is that they are written in technical language. Who are we kidding grant writers are lazy and it is easier to copy and paste a consultant or engineer's description than taking the time to write or adapt their own. Because we are essentially cowards those of us in the grant making world will use boards and volunteer reviewers to do our dirty work for us. On rare occasions we will find folks who know the subject matter better than we do but those instances are rare. So to maximize the chance that the reviewers reading your application will stay awake **ALWAYS USE PLAIN ENGLISH!** Additionally a good project description or scope will tell the reviewer...

- What you are doing?
- Where are you doing it (attach maps)?
- How much are you doing?
- How are you doing it (staff, contractors, consultants, volunteers)?

Tip # 10 – Triple Check the numbers - If lying grant writers are the scum of the earth, mathematically challenged grant writers are their first cousins. Nothing says "We can't be trusted" better than a grant application chalk full of budget errors and inconsistencies. To leave no doubt that you did indeed graduate from the third grade make sure your numbers are...

- Consistent- Make sure your budget numbers match budget figures in other parts of the application.
- Accurate - Triple check your math.
- Documented - Budget figures should be supported by studies, and empirical data.
- Screened for hidden administrative cost – This is especially important when working with government grants since they may contain prevailing wage (Davis-Bacon) or environmental review requirements.

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Jerry's Quick Tips for Grant Writers

Tip # 11 – Matching funds – Even if it isn't required documenting matching funds go a long way to elevate your proposal above the crowd. Matching funds tell the grant maker that your board, community and constituents are fully invested in the project and committed to its long term sustainability and success. In the event of cost overruns matching funds alleviate fears that your group isn't prepared for the unexpected. Many grant opportunities requiring match will allow you to use a combination of cash, other grants and volunteer efforts to meet minimum thresholds. If using volunteer services as part of your match check with the grant maker to see if they have any special rules, rates or record keeping requirements for counting volunteer or in-kind match.

Tip # 12 – Deadlines – This can be confusing. Some grant notices will list a date and not say if it is a "postmark" or an "on my desk" deadline. Unless otherwise stated assume that any listed deadline is an "on my desk" deadline. If hand delivering your application makes sure you note the person accepting your application and ask them to date stamp or date and initial each copy of your proposal and ask for a receipt.

Tip # 13 – Follow up - Contact the grant maker 3 days after the submittal deadline to see if your grant made it on time or if there are any immediate clarifications that need to take place. If you are awarded a grant "thank before you bank". A good way build good will for future efforts is to send thank you notes to the staffers, their bosses or director and board members.

Tip # 14 – Rejection – A looser isn't someone who is unsuccessful a looser is someone who does not turn failure or rejection into a learning opportunity. It is not personal. There is never enough money to fund every request. Ask for feedback and find out if there are some fixes that will make the proposal better the 2nd time around. Look for other sources of funding.

Tip #15 - Don't confuse grant making with fundraising – Most grant makers want to fund new and innovative programs and projects that are sustainable after closeout. If you are looking for grants to make payrolls and pay the rent then you are wasting your time. Most grant makers will not provide funding for operations and many will not allow fund grant writing or administrative expenses.

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Questions to Ask Before Writing a Grant?

Questions for grant makers

- Does our proposed project fall within your agency's current priorities?

- Are there certain pieces or parts of our project that would better fit your agency's priorities?

- Are there other agencies or programs that are better suited to fund our project?

- May we have some examples of grant proposals that were funded?

- What is the anticipated application/award ratio?

- Are there special considerations (Population, geography other agency priorities)?

- What are the most common mistakes you see in grant applications?

- What would you like to see addressed in a proposal that other applicants might have overlooked?

Questions for grant reviewers

- How did you become a reviewer?

- Did you follow a particular scoring system?

- What were you told to look for?

- What were the most common mistakes you saw?

- Do you read the entire application or just certain sections?

- How much time did you have to review each application?

- If presentations are required, what worked and what didn't?

Questions to ask other successful grantees?

- Did you call or visit the funding agency before writing the proposal?

- Who at the agency did you find particularly helpful?

- Did you use any special advocates on your behalf?

- What materials were helpful in writing the proposal?

- Did you submit a draft application for review?

- Could we have a copy of your successful application?

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SHOW ME THE MONEY

In This Issue

- **What Is Show Me The Money?**
- **How Do I Join Show Me The Money?**
- **Sample Entry**

What Is Show Me The Money?

Show Me The Money is a weekly newsletter produced by Idaho Commerce and Labor to promote grant opportunities and events that may be of interest to rural communities and non-profit organizations. Each issue contains a brief program description and a link to the websites of the government agencies and foundations sponsoring the grant opportunity. Topics covered by **Show Me The Money** include the arts, social services, environment, education, community development, and technology to name a few. The service is free and open to anyone with a valid email address.

How Do I Subscribe To Show Me The Money?

Joining **Show Me The Money** is easy. Simply visit our web site,

http://www.community.idaho.gov

Download and open the signup file, and enter all of the requested information.

Sample Entry

Here is an example of a **Show Me The Money** grant listing.

Youth Programs

www.mattel.com

The program will accept grant applications from charitable organizations throughout the United States that directly serve children in need. Financial grants will be awarded in amounts of $5,000 to $25,000, depending on program, organization, and individual community need.

2006 Events Calendar

Another feature of **Show Me The Money** is our events calendar. Each week we list selected Idaho Commerce and Labor activities as well as events from other state agencies and non-profit organizations. If you are a State of Idaho Agency or a non-profit organization with an event that you would like to advertise on **Show Me The Money** please send the details and web link to **jerry.miller@community.idaho.gov**.

Note: We cannot post events without a linkable event website.

Sample Event

October 6, 2006

7:00 AM - 5:30 PM
Many Missions One Voice Statewide Nonprofit Conference
Boise State University
Boise Idaho